

Quick Start - Transmittals: DRS Electronic Services

The following is a quick summary of the steps involved in submitting a transmittal report regular or a correction

Submitting a Regular Report

Navigation Link:	Take these steps:
Report Listing	Click Select on the report you want to work on.
Report Summary	Enter report totals by plan on the left-hand side of the screen. Click Save.
Earning Detail	<p>Review the earning details. Update hours and/or compensation as necessary for each member and click Save.</p> <ul style="list-style-type: none">• To add someone to the report, click the Add Employee link.• To add an earning period for someone on the report, click Add Earning Period.• To separate someone, click Update Member Info. and enter an eligibility end date.• To update profile information for a member, click Update Member Info.• To update profile information for a retiree, click Update Retiree Info. <p>When done, click Save & Edit Report.</p> <p>If there are problems, you will see the Report Edit Messages screen. Messages in red are errors that need to be corrected. Messages in yellow are warnings and should be reviewed but do not need to be corrected.</p>
Report Summary	<p>Make sure the totals on the left-hand side match the totals on the right.</p> <ul style="list-style-type: none">• If they do not, go back to Earning Detail, make any adjustments.• If they do match, click Submit Report.
Printable Report	Click Print Report to print a paper copy or click Save Report to Disk to save an electronic copy of the report.
Report Listing	<p>Make sure the status has changed to "submitted".</p> <ul style="list-style-type: none">• If it has not, go to Report Summary and resubmit.• If it has Exit or select Report Listing to work on another report.

Submitting a Correction Report

Navigation Links:	Take these steps:
Report Listing	Click Select on the report you want to work on.
Add Employee	<p>Enter the member's SSN; click Employee Lookup.</p> <ul style="list-style-type: none">• Enter the appropriate earning period, hours, compensation, status and type. Click Save• To correct information other than earnings, leave hours and compensation as zero. Click Save & Edit.
Earning Detail	<p>Review the details just added.</p> <ul style="list-style-type: none">• To add someone else to the report, click the Add Employee link.• To add an earning period for someone on the report, click Add Earning Period.• To separate someone, click Update Member Info. and enter an eligibility end date.• To update profile information for a member, click Update Member Info.• To update profile information for a retiree, click Update Retiree Info. <p>When done, click Save & Edit Report.</p> <p>If there are problems, you will see the Report Edit Messages screen. Messages in red are errors that need to be corrected. Messages in yellow are warnings and should be reviewed but do not need to be corrected.</p>
Report Summary	Enter report totals by plan on the left-hand side of the screen. Click Submit Report.
Printable Report	Click Print Report to print a paper copy or click Save Report to Disk to save an electronic copy of the report.
Report Listing	<p>Make sure the status has changed to "submitted".</p> <ul style="list-style-type: none">• If it has not, go to Report Summary and resubmit.• If it has Exit or select Report Listing to work on another report.